

SEEKING  
FUNDING  
FROM THE  
CITY OF  
CANADA BAY

## 2021-2022 COMMUNITY FUNDING GUIDELINES

## Overview

The City of Canada Bay is committed to supporting community projects that support key themes represented in Council's Community Strategic Plan, Your Future 2030 through a range of community funding programs each year.

These annual funding programs are:

**Community Grants Program** - providing support for local not-for-profit organisations and projects which benefit local residents.

The Program aims to:

- Support the operation of community groups and non-profit organisations in the City
- Address emerging issues and promote diversity and inclusion for marginalised people in our community
- Help grow the skills and capacity of these groups to plan, develop and implement self-managed programs to address a local community need or issue

**Small Environmental Grants for Schools** - supporting sustainability and environmental projects in primary and secondary schools and their communities.

The Program aims to:

- Encourage and support environmental and sustainability outcomes in schools and school communities
- Foster whole of school engagement in projects that protect or enhance the environment
- Encourage projects that develop knowledge, skills and active involvement about and for the environment

**Community Sponsorship Program** - a contractual agreement between Council and a third party. It is a commercial arrangement which offers cash or in-kind support to a project, event or initiative in return for a specified benefit. Unlike grants, in a sponsorship agreement, Council has an expectation of a return on investment, such as increased profile through the initiative's publicity and promotional activities.

Applicants may seek sponsorship from Council in the following ways:

- In-kind contribution (waiver of Council fees and charges)
- Cash contribution
- A combination of in-kind and cash contribution

## Your Future 2030 (Community Strategic Plan 2018-2030)

Applications for funding must align with one or more of the five key vision areas (themes):

1. Inclusive, involved and prosperous
2. Environmentally responsible
3. Easy to get around
4. Engaged and future focussed
5. Visionary, smart and accountable

## Available Funding

**Community Grants Program** - a total of \$65,000 in grant funding is available in two different categories for the 2021/2022 financial year:

- Community Support Grant – funding up to \$1,000 to support existing operations

- Community Development Grant – funding up to \$5,000 to support the development of community development projects and programs.

**Small Environmental Grants Program for Schools** - a total of \$10,000 in grant funding is available in two different categories for the 2021/2022 financial year:

- Support Grant – funding up to \$1,000 to expand on existing projects
- Development Grant – funding up to \$3,000 for the implementation of new projects

**Community Sponsorship Program** - a total of \$40,000 is available for sponsorship of community events for the 2021/2022 financial year.

\* Funding amounts are cash values excluding GST. Applying for funding indicates willingness to acquit expenses, acknowledge Council's support and report project outcomes as required.

## Eligibility

To be **eligible** for funding, an application must:

- Be from a not-for-profit group or community organisation based within the City of Canada Bay LGA or delivering services within the City of Canada Bay LGA.
  - Unincorporated groups may be sponsored (auspiced) by incorporated not-for-profit organisations
  - Applicants must be able to provide proof of public liability insurance and any other insurances required to deliver the project which may include professional indemnity, workers compensation or volunteer accident insurance
- Apply principles of access and inclusion for all, in their approach for the funded activity or service
- Be of benefit to the well-being of people within the City of Canada Bay
- Parent & Citizen Committees and Parent & Friend Committees from primary and high schools within the City of Canada Bay LGA are eligible to apply for funding to support community initiatives/projects (not infrastructure within the school such as air conditioning, playground equipment or furniture upgrades) carried out at, or by, a school
- Community groups located within a community title estate require a letter of endorsement from the Executive Committee for their application to be processed
- All applications requesting improvements or upgrades must be supported with an approval letter from the landowner
- The organisation must demonstrate the capacity to manage funds and deliver the project
- Where possible, demonstrate evidence of attempting to gain funding from other sources and/or the ability of the applicant to contribute towards costs
- Where activities are primarily fundraising, a specific project or cause for which funds are being raised must be nominated

The following is **not eligible** for funding:

- Projects that have already been completed
- Organisations that have not submitted acquittal reports for previous projects funded by City of Canada Bay Council

- Profit making or political projects, initiatives or events
- Projects, events or initiatives that are unlawful or of unconscionable purpose
- Events or activities that are primarily a marketing or promotional exercise for a for-profit organisation
- Events or activities available only to paid ticket holders, for the purpose of business profit
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose
- Rental costs or recurrent expenditure for premises
- Fundraising activities or contributions to individuals, and fundraising activities with no specific objective
- Costs that should be funded as a core responsibility from another source, such as the NSW State Government or the Australian Federal Government
- Ongoing staff or operational costs including consumables, petrol, stationary etc.
- Items included in another Council funding application, or to top-up funding for a previous Council grant or any other Council funding
- Activities and programs that duplicate existing services
- Prize money, prizes or trophies

## Selection Criteria

The following criteria will be applied in assessing the viability of an application:

- Deliver community needs and priorities and align with one or more of the five key vision areas (Your Future 2030 themes)
- The project has a realistic budget based on substantiated quotes or assumptions including income and expenditure
- Is cost effective and represents value for money
- Demonstrates how it will be operated and or maintained upon completion (where applicable)
- Can be delivered within the 12-month program deadline (1 July 2021 – 30 June 2022)
- Demonstrated access to the necessary support to deliver the project

### *Additional Criteria for Small Environmental Grants for Schools:*

- The project is holistic, and will deliver improvement to the environment and the school community's behaviour, increasing community knowledge and awareness of sustainability

## Application Process

Council will have one funding round for all projects, events, services and activities to be delivered from 1 July 2021 – 30 June 2022. Applicants will be invited to submit their application for the relevant funding program online [here](#). Applications for the 2021-22 Community Funding Programs will open on **Monday, 15 March 2021** and close on **Monday, 26 April 2021**.

### Application procedure

A 'Seeking Funding from City of Canada Bay' application must be completed online via [Council's website](#). If your funding application includes a request to use a Council venue, equipment or facility, you must also complete the separate 'External Event Booking application form'.

Applications must clearly outline the nature of the project or event, why it is being proposed, the benefits to the Council and the local community, how it addresses key themes in Council's Your Future 2030, and the type or value of funding sought. Applicants are encouraged to provide as much information as possible. Advice from the relevant contact within Council prior to submitting an application is available (see Assistance and further information).

Examples of projects that may be considered include:

### **Community Grants Program**

- Community Support Grant
  - wellbeing initiative
  - guest speaker for a presentation/training course
- Community Development Grant
  - youth outreach program
  - cultural/art programs
  - supporting inclusive community recreation programs

### **Small Environmental Grants for Schools**

- litter education and prevention
- water conservation and saving initiatives
- energy conservation and saving initiatives
- waste avoidance, minimisation and management
- biodiversity and urban canopy
- construction of vegetable, permaculture or no-dig gardens

### **Community Sponsorship Program**

- community festival or fair
- community events

## **Assessment and reporting**

The City of Canada Bay will review all applications in accordance with the conditions set out in these guidelines and governing legislation, which can be viewed at [here](#).

- A recommendation of funding agreements for the Community Grants and Community Sponsorship Programs to be entered into will be outlined in a report to Council for final determination.
- All applicants will be advised of the result of their submission as soon as the Council makes its decision. We aim for one month after close of submissions. Council advises that applicants consider this timeframe when applying or preparing to apply. Council reserves the right to adjust this time-frame in complex applications beyond their control and will advise the applicant if this happens.

All funding will be undertaken in accordance with Council's policies and legislative requirements and to the mutual benefit of both parties. When Council determines applications for funding, it will do so in a professional and

coordinated manner that will withstand scrutiny and complies with relevant policies. Council will only consider engaging in funding agreements where:

- Funding could make it possible for a company/organisation to undertake beneficial non-core activities that could not otherwise be funded or undertaken to the same extent;
- Funding could either reduce the cost of a particular event or activity or enable it, in the public interest, to be expanded or enhanced; and
- Funding could achieve greater community awareness or public profile for Council, a particular service, program or product, than may otherwise have been possible.

Successful applicants must sign and comply with a Funding Agreement which includes a requirement for:

- Acknowledgement of Council (including logo) as a supporter of the event/initiative
- Council is to have the opportunity to display banners (supplied by Council)
- Council is to have the opportunity for a stall at all events

As part of the funding acquittal process, recipients are to supply an acquittal report within two months of completion of the activity, as evidence that the activity was held as described in the application. Acquittal reports must include an income and expenditure summary, examples of promotional material and photos. Applicants will not be considered for future funding if the acquittal report is not received by Council by the due date.

Funding cannot be used for purposes different to those detailed in the original application. Any variation to funding arrangements must be notified to Council in writing and approved by Council prior to any grant funds being expended.

### Important policy matters

- No Council officer or Councillor or their relatives or partners should seek or receive a personal benefit or be perceived to receive a personal benefit from a funding agreement.
- There should be no real or perceived conflict between the objectives and mission of Council and those of the applicant or the company/organisation seeking funding.
- Council will not implement a funding agreement with any party engaged in current or pending legal proceedings involving the Council or where the proposed agreement would contravene any section of the Local Government Act 1993 or where the proposed arrangement may expose Councillors, the Council or its staff to conflicts of interest.
- Similarly, if the term of the funding agreement has commenced, and a conflict involving legal proceedings arises, the agreement will be terminated immediately.
- A funding agreement may be reviewed in any case where, during the life of the funding, the applicant has a current application or matter before Council, or Council is aware of the possibility of an application or matter coming before the Council in the near future. Similarly, any attempted influence of Council's functions will result in an automatic review and/or termination of the funding arrangement.
- Sponsor benefits or any sponsorship entered into with Council do not include implied endorsement by Council of the sponsors goods or services. Sponsorship agreements do not permit the use of Council's logo to promote their product.
- Applicants are permitted only one funding application per Program, per Financial Year

## Assistance and further information

If you require assistance to complete the application, or for further information please contact:

- Community Grants Program - [community.grants@canadabay.nsw.gov.au](mailto:community.grants@canadabay.nsw.gov.au) or phone 9911 6244
- Small Environmental Grants for Schools - [enviroschools@canadabay.nsw.gov.au](mailto:enviroschools@canadabay.nsw.gov.au) or phone 9911 6411
- Community Sponsorship Program - [sponsorships@canadabay.nsw.gov.au](mailto:sponsorships@canadabay.nsw.gov.au) or phone 9911 6432
- National Relay Service (TTY) (for hearing impaired) - Phone 133 677
- Telephone Interpreter Service - Phone 131 450 and ask them to phone Council